



Meeting Notes

Process and Procedures Focus Group Meeting

10:00 a.m. – Monday, June 1, 2009

APS Conference Room, 101 West Cherry Ave, Flagstaff, AZ

1. Welcome and Introductions

In attendance:

Celia Barotz, Citizen
Tish Bogan-Ozman, Real Estate
Georgia Duncan, Citizen
Roger Eastman, City of Flagstaff
Karen Goodwin, Concerned Citizens of Flagstaff
Neil Gullickson, City of Flagstaff
Kent Hotsenpiller, Mogollon Engineering
Paul Jones, Citizen
Kara Kelty, Citizen
Vince Knaggs, City of Flagstaff
Ed Larsen, City of Flagstaff
Paul Moore, PWMArchitect
David Monihan, EEC, Inc.
Mark Sawyers, City of Flagstaff
Mary Jo Tsitouris, City of Flagstaff
David Walker, NABA

2. Recap Focus Group purpose

The Focus Group will be outcome focused with a strong emphasis on general issues rather than getting into the details of technical code review. A primary goal is to ensure that the code implements the Regional Plan.

3. Discussion regarding processes and procedures and related issues associated with the rewrite of the Land Development Code

Several items listed under further discussion were tabled until after Mr. Eastman has given the presentation on the relationship between the Regional Plan and the Land Development Code. This presentation should help to clarify what authority the Code has and doesn't have.

Ms. Goodwin, Concerned Citizens of Flagstaff, stated that she will bring an overview of new ideas for public participation to share with the group at our next meeting.

The Miami 21 Zoning Code is a Form-Based Code(FBC) guided by tenets of New Urbanism and Smart Growth. Mr. Eastman will provide more information on this concept at our next meeting.

It is currently proposed to apply Form-Based Code (FBC) to all of downtown and slightly north and south of downtown. FBC primarily regulates structure and not necessarily land use. Advantages to this an outcome of a project is generally known and it actually speeds up the process. All three stages of the project review would be completed by staff. The three stages are pre-application, concept review, and final approval.

The group agreed that the Code needs to be clearer on explaining discretionary and non-discretionary reviews to allow for more of a known quantity. This issue was moved under resolved issues to be forwarded on to the consultant.

The group discussed deleting the termination of non-conforming use section as it may be an incentive to change zones from commercial to residential in some areas. This would help maintain the housing "stock" without penalties.

After discussion, it was agreed that there is a desire for a review of uses to eliminate CUP's in some zoning districts. This item was moved under resolved issues to be forwarded on to the consultant.

The group discussed the topic of "better relationships" and the need for coordinated and consistent standards. It was noted that there has been improvement in the DRB process, but it appears that all Sections are still not on the "team" and continue to be too individual in projecting needs. It may be beneficial to require that all Sections to record their comments on a single set of plans. The City's single-point-of-contact (SPOC) plays an essential in solving conflicting comments and standards. It is equally important to have a SPOC on the development side. The group agreed that a process needs to be established with clear rules and expectations for who does what and, if there is a change in staff, there needs to be a meeting to hand off knowledge and background of the project. This item was moved under resolved issues to be forwarded on to the consultant.

The idea of methods for additional design options was discussed. It was agreed to keep what is already working in the Design Guidelines and DRB process so the flexibility and good results are not lost (i.e strengthen and maintain design options in DRB and review). It will be important to find a balance between predictability and flexibility. This item was moved under resolved issues to be forwarded on to the consultant.

The group expressed a desire for a method for more design options.

4. Next meeting: June 29, 2009, at 10:00 am.

5. Adjournment at 11:32 am.